

S-E-C-R-E-T

Approved For Release 2001/08/14 : CIA-RDP80-00773A000100050037-3 OCT 1978

15 OCT

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Office of Personnel Report --  
Week Ending 4 October 1978

25X1A

1. (U) IG Inspection: [REDACTED] reports that the IG visit to the [REDACTED] Recruitment Office went well. The majority of questions posed during the survey concerned the recruitment of DDO CT's.

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2. (U) Advertisement for Career Trainees: [REDACTED]

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[REDACTED] Recruiter, reports that he has had an excellent response from his 24 September ad in the Chicago Tribune for CT's; thus far he has had 188 replies.

3. (U) Personnel Course: The Personnel Management and Administration Course began on 2 October. Twenty (20) students are in attendance.

4. (U/AIUO) Reaffirmation - CIARDS: The following shows the status of the one-time reaffirmation memoranda for participants in CIARDS:

Memoranda sent	-	2,488
Returned	-	2,458
Elected to return to CSRS	-	23

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be downgraded to  
CONFIDENTIAL when  
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attachment.

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5. (C) Retirement Activity: The figures shown below depict the total retirement activity for the period 1 July 1978 through 12 January 1978. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement. Thus, of 223 persons to go by 12 January, 34 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	51 (14)	71 (5)	122 (19)
Signed to go	30 (12)	71 (3)	101 (15)
Totals	81 (26)	142 (8)	223 (34)

6. (U) Regulations and Notices: The following have been forwarded to the Regulations Control Branch:

- Employee Bulletin on Employee Handicapped Week.
- DCI Memorandum for Headquarters Notice on Handicapped Program.
- Copy of Semi-Annual Report on Disabled and Vietnam Era Veterans Program.

7. (U) Combined Federal Campaign: As of close of business 4 October 1978, the first week of the Combined Federal Campaign, we have approximately \$24,000.00 in pledges and cash. While not a significant sum in itself, it is indicative of how quickly some employees respond.

8. (U) Blood Donor Day: Blood Donor Day was held on 3 October. A total of 146 units was donated, 23 less than for the same period last year.

9. (U) Suggestion Box: No suggestions were received this week. The total number received since the program began on 15 June 1977 is 62.

10. (S) Rehired Annuitants: See attached report.

COMING EVENTS:

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(1). (U/AIUO) Insurance Branch Audit: [REDACTED] of the Audit Staff has advised that he will begin the 1977 and 1978 audit of the Insurance Branch this month (approximately 10 October). The auditors anticipate being in the Insurance Branch through 31 December and possibly extending part-time into January in order to complete the two-year audit.

(2). (U) EAA October Fair: The EAA October Fair will be held October 16-20 in the first floor J corridor of Headquarters Building. The October Fair makes employees aware of opportunities available to them in EAA through exhibits by the various clubs, crafts, and educational groups.

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(3). (U/AIUO) Skills Session: The general topic of the 25 October Skill Session will be Retirement. The presentations will be made by [REDACTED]

[REDACTED] Coverage will include the Civil Service and CIA Retirement and Disability Systems, the functions of the Retirement Operations Branch, the Retirement Counseling and Employment Assistance Branch and the Executive Secretariat to the Agency Retirement Board and the operation of the Voluntary Investment Plan.

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[REDACTED]  
F. W. M. Janney

Attachment

Distribution:

Orig & 2 - Addressee

1 - Chief, SAS

1 - DD/Pers/SP

1 - DD/Pers/R&P

1 - DD/Pers/P&C

1 - D/Pers Chrono

1 - D/Pers Subject File.

EA-D/Pers/[REDACTED]:rj (5 Oct 78)

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3 October 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES  
FOR THE AGENCY (27 September - 3 October 1978) (U/AIUO)

1. (S) The following rehired civilian annuitant case was approved as a new hire:

DDO

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- Independent Contractor, NE Division, effective 14 September 1978.

for

rehired civilian annuitant cases were approved  
Director for Administration:

DDA

- Independent Contractor, O/DDA, one-year extension.

DDO

- Independent Contractor, SE Division, one-year extension.

for

rehired civilian annuitant cases were approved  
Director of Personnel:

DDA

- Independent Contractor, OS, one-year extension.

DDO

- Independent Contractor, DCD, one-year extension.
- Independent Contractor, DCD, one-year extension.
- Independent Contractor, DCD, one-year extension.

rehired civilian annuitant cases were terminated:

DDA

- Independent Contractor, OP, terminated, 30 September 1978.

DDO

- Independent Contractor, SE Division,

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